

CITY OF BURBANK

UTILITY RATES MANAGER

DEFINITION

Under general direction, to plan, conduct, and manage the complex utility rate-setting process for the Burbank Water and Power Department; and perform related work as required.

ESSENTIAL FUNCTIONS

Manages all functions related to utility rate development, cost of service analysis, and rate design, including, but not limited to forecasting, financial analysis, rate comparison, revision, and implementation; designs, analyzes, evaluates and makes recommendations for utility rate structures and fees that support long-term and short-term financial plans, according to best business practices and City policies, including progressive rate design; obtains and analyzes water and electric rates of regional utilities, including the examination and analysis of utility functions; develops and manages cost allocation and pricing strategies for all utility products and services; applies applicable local, state, and federal regulatory requirements; reviews and confirms rate changes in billings systems; analyzes customer consumption usage and makes appropriate recommendations for changes in rates and programs to achieve efficiency goals; analyzes proposed water and electric demand and supply projects using consistent financial and planning assumptions; understands utility operations, including power contracts and power scheduling as related to financial implications and projections; assists budget staff with forecasting of utility revenues; oversees, performs, and assists with special projects as required; develops, prepares, and maintains a variety of revenue and consumption reports; coordinates and meets with contractors, vendors, and outside agencies; develops and delivers presentations before community groups and legislative and regulatory bodies; uses independent judgement; leads teams on interdisciplinary projects; reviews work of other staff; prepares written reports; may train, supervise, and evaluate employees, including making effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action up to and including termination.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles, practices, and techniques of utility rate setting, complex financial analysis, planning, and forecasting; methods of determining optimal allocation of resources; risk assessment; general principles of municipal and utility financial accounting; Federal Energy Regulatory Commission standards; advanced knowledge of financial and accounting systems and software, frameworks and functionality, such as, but not limited to Microsoft Office products, spreadsheet, database, and statistical software, and enterprise resource planning programs; advanced knowledge of statistical and data manipulation techniques, including the use of statistical packages and databases; research techniques; federal, state, and local laws, rules, regulations, and policies regarding utility rates, rates structures, and utility operations; principles and practices of sound personnel management and supervision.

- Skill in – quantitative, analytical problem solving and decision making; leadership and interpersonal skills; creating, reviewing, and analyzing complex spreadsheets; modeling and analysis techniques; communication, planning, time management, and organizational skills; operating a variety of office equipment, including modern desktop computers and associated software; composing and delivering oral presentations to internal and external groups; identifying and implementing opportunities for improvement.
- Ability to – analyze, comprehend, and apply administrative and departmental policies and procedures, and local, state, and federal legislation and regulations; organize and prioritize tasks; analyze problems and develop effective solutions; supervise, train, mentor, and evaluate personnel; perform a variety of advanced professional, technical, and analytical duties regarding utility rates; communicate effectively, both orally and in writing; speak in public and make presentations before government agencies and the public; establish and maintain effective working relationships with supervisors, fellow employees, contractors, regional utility staff, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor of Arts/Science Degree in accounting, business administration, economics, finance, mathematics, energy and resources studies, or a closely related field; four years of energy or utility sector experience.

Supplemental Information

A valid California Class “C” driver’s license or equivalent may be required at time of appointment.